



**CITY OF BEAVERTON**  
Community Development Department  
Planning Division  
4755 SW Griffith Drive  
PO Box 4755  
Beaverton, OR. 97076  
Tel: (503) 526-2420  
Fax: (503) 526-3720  
[www.beavertonoregon.gov](http://www.beavertonoregon.gov)

**OFFICE USE ONLY**

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**LAND USE DESIG:** \_\_\_\_\_ **NAC:** \_\_\_\_\_

## **DEVELOPMENT APPLICATION- PUBLIC TRANSPORTATION FACILITY**

**APPLICANT:** *Use mailing address for meeting notification.* *Check box if Primary Contact*

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**(CITY, STATE, ZIP)** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

*(Original Signature Required)*

**APPLICANT'S REPRESENTATIVE:** *Check box if Primary Contact*

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**(CITY, STATE, ZIP)** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

*(Original Signature Required)*

**PROPERTY OWNER(S):** *Attach separate sheet if needed.* *Check box if Primary Contact*

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**(CITY, STATE, ZIP)** \_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **CONTACT:** \_\_\_\_\_

*(Original Signature Required)*

### **PROPERTY INFORMATION (REQUIRED)**

**SITE ADDRESS:** \_\_\_\_\_

**AREA TO BE DEVELOPED (s.f.):** \_\_\_\_\_

**ASSESSOR'S MAP & TAX LOT #** **LOT SIZE** **ZONING DISTRICT**

**EXISTING USE OF SITE:** \_\_\_\_\_

\_\_\_\_\_

**PROPOSED DEVELOPMENT ACTION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PRE-APPLICATION DATE:** \_\_\_\_\_

\_\_\_\_\_



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## PUBLIC TRANSPORTATION FACILITY

# PUBLIC TRANSPORTATION FACILITY SUBMITTAL CHECKLIST

### WRITTEN STATEMENT REQUIREMENTS- REQUIRED FOR ALL PUBLIC TRANSPORTATION FACILITY APPLICATIONS

- ☐ **A. APPLICATION FORM.** Provide **one (1) completed** application form with original signature(s).
- ☐ **B. CHECKLIST.** Provide **one (1) completed** copy of this three (3) page checklist.
- ☐ **C. WRITTEN STATEMENT.** Submit **three (3) copies** of a detailed description of the proposed public transportation facility including the location of any proposed modifications.  
In the written statement, please:
  - ☐ Provide individual findings specifically addressing how and why the proposal satisfies each of the criterions specified in Section 40.57.15.1.C.1-7 of the *Development Code* (ORD 2050), attached.
  - ☐ Address all Facilities Review Technical Criteria from Section 40.03 of the City's *Development Code* (ORD 2050).
- ☐ **D. FEES,** as established by the City Council. Make checks payable to the City of Beaverton.
- ☐ **E. CLEAN WATER SERVICES (CWS) DOCUMENTATION.** Pursuant to Section 50.25.1.F of the City's *Development Code* requires that all development proposals provide written documentation from Clean Water Services (formerly Unified Sewerage Agency) stating that water quality will not be adversely affected by the subject proposal. Therefore, the City recommends that you contact CWS in order to obtain the required documentation. For more information, please contact Amber Wierck, Environmental Plan Review Project Manager, at (503) 681-3653 or [WierckA@CleanWaterServices.org](mailto:WierckA@CleanWaterServices.org)
- ☐ **F. PRE-APPLICATION CONFERENCE NOTES. (REQUIRED FOR TYPE 2, 3, & 4 APPLICATIONS ONLY)**  
Provide a copy of the pre-application conference summary as required by the City's *Development Code* Section 50.25.1.E. The Pre-Application Conference must be held within the one (1) year prior to the submission date of the proposed project application.
- ☐ **G. OTHER REQUIREMENTS.** Provide documentation showing that the project proposed is permitted by, or satisfies the requirements of, other agencies and/or jurisdictions OR submit a schedule that details the forecasted submission and approval timelines for permits/applications to the respective agencies and/or jurisdictions.

# PLANS & GRAPHIC REQUIREMENTS –

## REQUIRED FOR ALL PUBLIC TRANSPORTATION FACILITY APPLICATIONS

All plans, except architectural elevations, shall be presented at a minimum of 1" = 20' engineering scale and on a maximum sheet size of 24" x 36". Architectural elevations may be presented at an architectural scale. **A total of three (3) copies of each plan shall be submitted, unless otherwise noted. All plans shall be folded to fit a legal size file jacket.**

Each of the following plans and drawings shall be submitted on **separate sheets**. If the size of the project requires the use of match line sets, each set of match line sets must include a sheet (at a scale to fit a 24" x 36" sheet) depicting the entire site, including match lines, as a cover sheet.

### ***Include all of the following information:***

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#### **A. EXISTING CONDITIONS PLAN:**

- ☐ 1. North arrow, scale and date of plan.
- ☐ 2. Vicinity map.
- ☐ 3. The existing or not yet constructed street section.
- ☐ 4. Points of existing access, driveways, and on-street parking areas.
- ☐ 5. Existing right-of-way and improvements including but not limited to street section, curb, gutter, sidewalk, planter strip, travel lanes, turn lanes, and bicycle lanes.
- ☐ 6. Dimension from centerline to edge of existing right-of-way.
- ☐ 7. Existing topographical information, showing 2 ft. contours.
- ☐ 8. Surrounding development and conditions within 100 ft. of the street on all sides such as zoning, land uses, and buildings.
- ☐ 9. Location of existing public and private utilities, easements, and 100-year floodplain.
- ☐ 10. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Tree within 100 ft. of the street on all sides.
- ☐ 11. Sensitive areas, as defined by Clean Water Services (CWS) standards.
- ☐ 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

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#### **B. DIMENSIONED SITE PLAN:**

- ☐ 1. North arrow, scale and date of plan.
- ☐ 2. The street area proposed for modification.
- ☐ 3. Points of proposed access, driveways, and on-street parking areas.
- ☐ 4. Surrounding development and conditions within 100 ft. of the street on all sides such as zoning, land uses, and buildings.
- ☐ 5. Proposed right-of-way, dedications and improvements including but not limited to street section, curb, gutter, sidewalk, planter strip, travel lanes, turn lanes, and bicycle lanes. .
- ☐ 6. Dimension from centerline to edge of proposed right-of-way.
- ☐ 7. Identification of all proposed street design modifications including the existing street design standard(s), and the proposed modification(s) of this standard(s) in lineal feet.
- ☐ 8. Location of storm water quality/detention facilities.
- ☐ 9. Boundaries of development phases, if applicable.
- ☐ 10. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Tree within 100 ft. of the street on all sides.
- ☐ 11. Sensitive areas, as defined by CWS standards.
- ☐ 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

- ☐ **C. GRADING PLAN:**
- ☐ 1. North arrow, scale and date of plan.
  - ☐ 2. The entire lot(s).
  - ☐ 3. Points of access, driveways, and parking areas.
  - ☐ 4. Proposed rights-of-way, dedications and improvements.
  - ☐ 5. Dimension from centerline to edge of proposed right-of-way.
  - ☐ 6. Existing and proposed topographical information, showing 2 ft. contours and appropriate spot elevations for features such as walls, retaining walls (top and bottom elevations), catch basins, stairs, sidewalks, and parking areas.
  - ☐ 7. Location of 100-year flood plain.
  - ☐ 8. Location of storm water quality/detention facilities.
  - ☐ 9. Boundaries of development phases, if applicable.
  - ☐ 10. Location, quantities, size (diameter breast height), genus and species of Significant Trees and Groves, Historic Trees, Trees within a Significant Natural Resource Area, Landscape Trees, Street Trees, and Community Tree within 100 ft. of the street on all sides
  - ☐ 12. Sensitive areas, as defined by the CWS standards.
  - ☐ 11. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

- ☐ **D. UTILITY PLAN:**
- ☐ 1. North arrow, scale and date of plan.
  - ☐ 2. The entire lot(s).
  - ☐ 3. Points of access, interior streets, driveways, and parking areas.
  - ☐ 4. Location of buildings and structures, including refuse storage locations, pedestrian/bike paths, swimming pools, tennis courts, and tot lots.
  - ☐ 5. Proposed right-of-way, dedications and improvements.
  - ☐ 6. Proposed topographical information, showing 2 ft. contours.
  - ☐ 7. Location of 100 year flood plain.
  - ☐ 8. Location of existing and proposed public and private utilities, easements, surface water drainage patterns, and storm water quality/detention facility.
  - ☐ 9. Boundaries of development phases, if applicable.
  - ☐ 10. Natural Resource Areas, Significant trees, and Historic trees, as established by the City of Beaverton's inventories.
  - ☐ 11. Sensitive areas, as defined by the CWS standards.
  - ☐ 12. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*

- ☐ **E. LANDSCAPE PLAN:**
- ☐ 1. North arrow, scale and date of plan.
  - ☐ 2. The street area proposed for modification.
  - ☐ 3. Points of access, driveways, and on-street parking areas.
  - ☐ 4. Proposed right-of-way, dedications and improvements.
  - ☐ 5. Sensitive areas, as defined by the CWS standards.
  - ☐ 6. Surrounding development and conditions within 100 ft. of the street on all sides such as zoning, land uses, and buildings.
  - ☐ 7. Wetland boundaries, upland wooded area boundaries, riparian area boundaries, rock outcroppings, and streams. *Wetlands must be professionally delineated.*
  - ☐ 8. The location and design of existing landscaped areas on private property abutting the street, indicating all plant materials, including genus, species, common name, plant sizes, and spacing.
  - ☐ 9. List of plant materials, including genus, species, common name, size, quantity, spacing and method of planting proposed for planting in the street, if applicable.
  - ☐ 10. Other pertinent landscape features, including walls, retaining walls, berms, fences, and fountains.
  - ☐ 11. A note on the plan indicating that an irrigation system will be installed to maintain the landscape materials.

- ☐ **F. LIGHTING PLAN:**
- ☐ 1. Location of all existing and proposed street lighting.
  - ☐ 2. Type, style, height, and the number of fixtures per existing or proposed street light.
  - ☐ 3. Wattage per fixture and lamp type, such as sodium, mercury, and halide.
  - ☐ 4. 8 ½" x 11" manufacturer's illustrations and specifications (cut sheets) of all proposed lighting poles and fixtures.
  - ☐ 5. For all exterior lighting, indicate the area and pattern of illumination, via the use of an isogrid or isoline system, depicting the emitted ½ foot candlepower measurement.

***Note: Complete sets of plans reduced to 8 ½"x11" (11"x17" are not acceptable) will be required at the time the application is deemed complete.***

***I have provided all the items required by this three (3) page submittal checklist. I understand that any missing information, omissions or both may result in the application being deemed incomplete, which may lengthen the time required to process the application.***

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



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# TYPE 2 PUBLIC TRANSPORTATION FACILITY - APPROVAL CRITERIA

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**PURSUANT TO SECTION 50.25.1.B OF THE DEVELOPMENT CODE, A WRITTEN STATEMENT ADDRESSING THE APPROVAL CRITERIA FOR AN APPLICATION MUST BE SUBMITTED IN ORDER FOR AN APPLICATION TO BE DEEMED COMPLETE. STATEMENTS SUCH AS "NOT APPLICABLE" OR "THE PROPOSAL WILL COMPLY WITH APPLICABLE DEVELOPMENT REGULATIONS" ARE NOT SATISFACTORY. THE WRITTEN STATEMENT MUST ADDRESS EACH CRITERION AND MUST SPECIFY IN DETAIL HOW EACH WILL BE COMPLIED WITH.**

An applicant for Public Transportation Facility shall address compliance with all of the following Approval Criteria as specified in 40.57.15.1.C.1-7 of the Development Code:

- ☐ 1. The proposal satisfies the threshold requirements for a Public Transportation Facility application.
- ☐ 2. All City application fees related to the application under consideration by the decision making authority have been submitted.
- ☐ 3. The proposal contains all applicable application submittal requirements as specified in Section 50.25.1 of the Development Code.
- ☐ 4. The proposal meets all applicable design standards for the classification of the subject road as specified by the *Engineering Design Manual and Standard Drawings* unless the applicable provisions have been modified by the City Engineer by separate process.
- ☐ 5. The alignment of the new or extended transportation facility is consistent with the general location shown in the Comprehensive Plan Transportation Element.
- ☐ 6. Any interim improvements have been designed to accommodate future improvement of the facility to ultimate standards.
- ☐ 7. Applications and documents related to the request, which will require further City approval, shall be submitted to the City in the proper sequence.